

September 21, 2015**TO:** WaTech Customers**FROM:** WaTech Finance Office**SUBJECT:** Printing and Mailing of AFRS Vendor Warrants

We would like to notify you of some upcoming rate changes for the printing and mailing of AFRS Vendor Warrants. AFRS Vendor Warrants are the paper checks that agencies use to pay vendors who choose not to use Electronic Funds Transfer (EFT).

- “Regular” warrants are simply the paper checks for vendors which are returned to agencies for processing and mailing;
- “Inserted” warrants includes the processing, inserting and postage to send the warrant to the vendor.

The processing, printing, inserting and mailing of these warrants is provided by DES, and as of July 2015, agencies who continue to use AFRS Vendor Warrant print now see billing for these services on the WaTech monthly invoice.

The rates for regular and inserted warrants have not been changed in over 6 years however during that time the costs for the service have been increasing (including multiple USPS postage rate increases). To return this service delivery to a cost-recovery level, WaTech will increase the charge per warrant.

<i>Summary Table</i>	Regular Warrant	Inserted Warrant
Current Rates	\$0.46	\$0.55
New Rates	\$0.50	\$0.90

In addition, in the 2015-17 Operating Budget Request, DES proposed the elimination of paper warrants as a cost savings for the state. This proposal was included in the Governor’s Budget, as well as the House and Senate’s proposals. While it’s not realistic to “flip a switch” on July 1st, and completely stop warrants, agencies will be expected to begin ramping down the use of these paper payments rapidly.

For assistance with the transition to electronic funds transfer for the payments to vendors, please contact the Statewide Payee Unit (payeehelpdesk@watech.wa.gov), or simply have vendors fill out the [form found at this link](#) and fax or send the completed form to DES.

The table on the Attachment shows the estimated impacts by agency based on FY14 utilization. For questions or comments, please send an email to the WaTech Service Desk (ServiceDesk@watech.wa.gov) or call 360-753-2454.

Thank you for your business.

ATTACHMENT

Estimated Annual Agency Impacts of AFRS Warrant Print Rate Adjustment (eff. 7/1/2015)

Agency Name	Est. Annual Current Cost	Est. Annual Proposed Cost	Est. Annual Difference
LABOR & INDUSTRIES Total	74,372	119,446	45,075
SOCIAL & HEALTH SERV DEPT OF Total	71,517	113,169	41,652
HEALTH CARE AUTHORITY STATE Total	50,823	82,658	31,835
REVENUE DEPT OF Total	37,703	61,443	23,740
EMPLOYMENT SECURITY DEPT OF Total	27,918	45,256	17,339
LICENSING DEPT OF Total	13,394	21,166	7,772
STUDENT ACHIEVEMENT COUNCIL Total	11,769	18,902	7,133
TRANSPORTATION DEPT OF Total	15,291	21,177	5,886
FISH & WILDLIFE DEPT OF Total	8,533	13,286	4,752
NATURAL RESOURCES DEPT OF Total	7,750	12,483	4,734
CORRECTIONS DEPT OF Total	7,443	11,774	4,330
HEALTH DEPT OF Total	5,808	8,954	3,146
PARKS & RECREATION COMM-WA ST Total	4,036	6,492	2,456
PATROL WA STATE Total	3,910	6,264	2,354
AGRICULTURE DEPT OF Total	3,368	5,188	1,820
ADMINISTRATIVE OFFICE OF THE COURTS Total	2,380	3,811	1,431
SECRETARY OF STATE OFFICE OF Total	2,219	3,582	1,364
ATTORNEY GENERAL OFFICE OF THE Total	2,198	3,448	1,250
ECOLOGY DEPT OF Total	2,768	4,003	1,235
ENTERPRISE SERVICES DEPT OF Total	2,120	3,167	1,047
SUPT OF PUBLIC INSTRUCTION Total	1,506	2,430	924
BLIND DEPT OF SERV F/T Total	1,398	2,262	864
VETERANS AFFAIRS DEPT OF Total	1,466	2,202	736
MILITARY DEPT Total	1,220	1,910	689
DEPT OF COMMERCE Total	1,025	1,651	626
PUBLIC DEFENSE OFFICE OF Total	965	1,552	587
LIQUOR CONTROL BOARD Total	2,319	2,871	552
CRIMINAL JUSTICE TRNG COMM WA ST Total	678	1,100	422
CONSOLIDATED TECHNOLOGY SERVICES Total	562	911	348
EARLY LEARNING DEPT OF Total	484	773	289
INDUSTRIAL INS APPEALS BD OF Total	552	841	289
GAMBLING COMM WA ST Total	476	736	259
ADMIN HEARINGS OFFICE OF Total	398	626	227
AUDITOR OFFICE OF THE STATE Total	338	538	200
INSURANCE COMMISSIONER OFC OF THE Total	586	776	189
TRAFFIC SAFETY COMM WA ST Total	312	501	189
RECREATION & CONSERV FUND BD Total	256	411	155
FINANCIAL MGMT OFFICE OF Total	326	475	149

Agency Name	Est. Annual Current Cost	Est. Annual Proposed Cost	Est. Annual Difference
BLIND STATE SCHOOL F/T Total	258	395	137
UTILITIES & TRANSPORTATION COMM Total	283	412	129
FINANCIAL INSTITUTIONS DEPT OF Total	276	390	113
RETIREMENT SYSTEMS DEPT OF Total	287	395	107
ARTS COMMISSION WA ST Total	155	252	97
WA ST CTR F/CHILD DEAF & HEAR LOSS Total	209	298	89
HISTORICAL SOCIETY E WA ST Total	147	235	88
JOINT LEGISLATIVE SYS COMM Total	143	229	85
LOTTERY COMM WA ST Total	149	234	85
HOUSE OF REPRESENTATIVES Total	462	547	85
COURT OF APPEALS Total	149	233	84
VOL FIREFIGHTERS BD FOR Total	711	791	80
INVESTMENT BD STATE Total	197	275	78
PUGET SOUND PARTNERSHIP Total	123	201	78
SENATE Total	288	365	78
TREASURER OFFICE OF THE STATE Total	191	263	73
LEGISLATIVE SUPPORT SERVICES Total	120	191	71
GOVERNOR OFFICE OF THE Total	122	189	67
HISTORICAL SOCIETY WA ST Total	119	186	66
TRANSPORTATION IMPROVEMENT BD Total	102	167	65
WK FORCE TRNG & ED COORD BD Total	100	160	60
HORSE RACE COMM WA Total	322	376	54
COL RIVER GORGE COMM Total	95	149	53
LIFE SCIENCES DISC FUND AUTH Total	82	134	52
CONSERVATION COMM STATE Total	78	127	49
PUBLIC EMPLOYMENT RELATIONS COMM Total	79	129	49
SUPREME COURT Total	94	141	47
ARCH & HIST PRES DEPT OF Total	76	122	46
Environment/Land Use Hearing Office Total	68	111	43
LAW ENF OFF & FIRE FIGHT PL 2 RETIR Total	65	107	41
CO ROAD ADMINISTRATION BD Total	58	94	36
HUMAN RIGHTS COMM Total	52	82	29

Agency Name	Est. Annual Current Cost	Est. Annual Proposed Cost	Est. Annual Difference
LEAP Total	45	73	28
ACCOUNTANCY STATE BOARD OF Total	53	81	28
STATUTE LAW COMMITTEE Total	62	89	27
MINORITY & WOMENS BUS ENTERP OFC OF Total	45	71	27
HISPANIC AFFAIRS WA ST COMM ON Total	42	68	26
JOINT LEGIS AUDIT & REVIEW COMM Total	36	59	23
BOND RETIREMENT & INTEREST Total	30	49	19
PUBLIC DISCLOSURE COMMISSION Total	32	50	18
CIVIL LEGAL AID OFFICE OF Total	34	51	17
POLLUTION LIAB INSUR PROG WA Total	25	41	16
COMMISSION ON JUDICIAL CONDUCT Total	25	41	15
PILOTAGE COMMISSIONERS BD OF Total	24	39	15
ASIAN PACIFIC-AMER AFFAIRS WA ST Total	19	31	12
TRANSPORTATION COMM Total	18	30	12
ACTUARY OFC OF THE STATE Total	23	33	10
TAX APPEALS BOARD OF Total	16	25	10
LIEUTENANT GOVERNOR OFFICE OF THE Total	14	22	8
SALARIES F/ ELECTED OFFICIALS WA CI Total	11	18	6
AFR-AMER AFFAIRS WA ST COMM ON Total	10	16	6
FREIGHT MOBILITY STRATEGIC INV BD Total	10	16	6
JOINT TRANSPORTATION COMMITTEE Total	46	51	5
LAW LIBRARY STATE Total	48	52	4
INDIAN AFFAIRS GOVERNORS OFFICE OF Total	7	11	4
FORENSIC INVEST COUNCIL Total	6	9	4
CASELOAD FORECAST COUNCIL Total	6	9	3
INNOVATE WASHINGTON Total	3	5	2
HOUSING FINANCE COMM WA ST Total	1	2	0
Grand Total	376,540	597,251	220,712